

Project Officer (Ref: 2500065)
Department of Curriculum and Instruction

The Department of Curriculum and Instruction is embarking on an innovative journey proudly sponsored by the Quality Education Fund e-Learning Ancillary Facilities Programme. Our mission is to revolutionize Robotics Education using top-tier iTeach®, we stand at the cusp of shaping the future of STEM Robotics Education. We are seeking passionate professionals to bolster our dynamic team to achieve this vision. The appointment will be for a period of 17 months.

The appointee will be the backbone of technical support for this project, playing a pivotal role in for editing the web content, drafting the booklet, and developing publicity materials. The PO will liaison with project schools on a school visit, training activities, and handling routine enquiries and will provide clerical support to PM to document teaching practices for editing the guidebook and training materials.

Applicants should have a Bachelor's Degree, with more than 5 years of relevant post-qualification working experience. He/she should have strong interpersonal, writing and administrative skills. Excellent ability to communicate in both English and Chinese is required. He/she should also be a good team leader, attentive to details, highly self-motivated and able to work under pressure. Immediate availability is preferred.

For further enquiries about the post, please contact Dr Wan Zhihong Peter at wanzh@eduhk.hk.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include leave, medical and dental benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV on or before **19 February 2025**. Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

Further information about the University is available at <http://www.eduhk.hk>.

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